

The regular meeting of the Municipal Civil Service Commission convened on Monday, December 15, 2003, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew.

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RE: *Review and approval of the minutes from the November 24, 2003, Regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of pre-hearing conferences.*

No pre-hearing conferences were scheduled this month.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review and approval of the 2004 Civil Service Commission Meeting Dates and Full Commission Hearing Schedule.*

The following dates were approved for the 2004 Civil Service Commission Regular Meetings and Full Commission Hearings:

January 26	July 26
February 23	August 30
March 29	September 27
April 26	October 25
May 24	November 29
June 28	December 20

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools for acknowledgement by the Civil Service Commission of Columbus Public School Board's November 4, 2003 designation of Stephanie R. Echols, Executive Director Human Resources, as the appointing authority for the Columbus Public Schools.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Leroy Hilton to withdraw the appeal he filed with the Civil Service Commission on February 21, 2003, regarding his discharge from the position of CIP System Operator Helper with the Columbus Public Schools – Appeal No. 03-BA-0005.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Robert Cuccio to withdraw the appeal he filed with the Civil Service Commission on March 24, 2003, regarding his discharge from the position of Account Clerk with the Columbus Public Schools – Appeal No. 03-BA-0009.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Desktop Support Technician (Class Code 0552).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Desktop Support Technician pursuant to a request from the Department of Technology to add possession of a valid motor vehicle operator's license to the minimum qualifications.

Desktop Support Technician was created in October of 2002 as part of the end-user computer (EUC) group serving the needs of the personal computer users throughout city government. At that time, the majority of employees performing this type of work were stationed at locations previously assigned to them prior to the technology consolidation. Since that time, the EUC group has assumed a centralized format and dispatches technicians and analysts to multiple locations throughout the City. As a result of this change, the Department requested possession of a valid motor vehicle operator's license as part of the minimum qualifications.

No other revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Technical Support Analyst (Class Code 0553).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Technical Support Analyst pursuant to a request from the Department of Technology to add possession of a valid motor vehicle operator's license to the minimum qualifications.

Technical Support Analyst was created in October of 2002 as part of the end-user computer (EUC) group serving the needs of the personal computer users throughout city government. At that time, the majority of employees performing this type of work were stationed at locations previously assigned to them prior to the technology consolidation. Since that time, the EUC group has assumed a centralized format and dispatches technicians and analysts to multiple locations throughout the City. As a result of this change, the Department requested possession of a valid motor vehicle operator's license as part of the minimum qualifications.

No other revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Citywide Web Coordinator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The reorganization has emphasized the need for more specialized technical classifications to fit the work that is being performed by DoT employees. The City has committed itself to increase the use of the Internet to conduct business and to provide citizens with better access to City services online. The DoT employees assigned to the web team are responsible for maintaining the accessibility, content, graphics, programming, links, security and associated issues of the web sites. At this time there is an urgent need for a classification that covers all aspects of the coordination of these functions and it was therefore recommended that the specification for a Citywide Web Coordinator be created.

By definition, the Citywide Web Coordinator is responsible for the operational activities of the City's internet/intranet websites, including maintenance, monitoring and content design and development. The examples of work were written to include those tasks associated with the responsibilities of this position. It was recommended that a guidelines for class use be included that restricts this class to use within the Department of Technology only. It was recommended that the minimum qualifications are possession of an associate's degree in information technology, computer programming or a closely related field and two years of experience in web design, maintenance and content management. Two years of experience in web design, maintenance and content management may substitute for the required education. The knowledge, skills and abilities were designed to ascertain that candidates for this position demonstrate considerable knowledge of the best practices, procedures and techniques used in managing and maintaining internet and intranet sites. It was recommended that the examination type be designated as competitive and that a probationary period of 365 days be assigned to this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Engineer, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The local and wide area networks connecting City resources and the Internet are maintained and serviced by information technology personnel with specific skills and knowledge. Up to this time, there have not been classifications specific to this type of work. The Commission staff therefore requested approval for the creation of the classification specification of Network Engineer.

By definition, the Network Engineer "under general direction, is responsible for the design, development, and implementation of the City's reliable and efficient voice/data/video communications network architecture, for the maintenance of the network's infrastructure and supervision of network support staff." The proposed examples of work include responsibility for designing and developing new network architecture, modifying existing infrastructure, resolving complex network problems, supervising technical staff and performing high level analysis, design, and testing related to network integrity vulnerability, security, and related issues. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that possession of a bachelor's degree in electrical engineering, telecommunications, computer science, mathematics or closely related field and three years of experience in dedicated network/data communications infrastructure support in a multi-user environment be required. Possession of valid certification as a Cisco Certified Network Professional or comparable certification and two years of related experience or an additional four years of related experience may be substituted for the

bachelor's degree. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as noncompetitive and consistent with Civil Service Commission policies for noncompetitive classifications, it was recommended that Network Engineer be assigned a 365-day probationary period.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The local and wide area networks connecting City resources and the Internet are maintained and serviced by information technology personnel with specific skills and knowledge. Up to this time, there have not been classifications specific to this type of work. The Commission staff therefore requested approval for the creation of the classification specification of Network Administrator.

By definition, the Network Administrator "under direction, is responsible for the reliable operation, maintenance, installation, design and development of the computer architecture and infrastructure of local and/or wide area networks". The proposed examples of work include responsibility for installation and configuration of all network hardware and software, troubleshooting, analyzing and resolving complex problems, evaluating components for systems, testing and implementing security and accessibility priorities, supervising technical support and performing all other administrator duties required to ensure the network is functioning properly. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that a bachelor's degree in computer science, management information systems, electrical engineering, or a closely related field and one year of network engineering analysis experience be required. Possession of an associate degree in the above named fields and an additional two years or related experience or valid certification as a Cisco Certified Network Associate or comparable certification and an addition two years of related experience or an additional four years of related experience may be substituted for the bachelor's degree. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as noncompetitive and, consistent with Civil Service commission policies for noncompetitive classifications, it was recommended that this classification be assigned a probationary period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Analyst, designate the examination type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The local and wide area networks connecting City resources and the Internet are maintained and serviced by information technology personnel with specific skills and knowledge. Up to this time, there have not been classifications specific to this type of work. The Commission staff therefore requested approval for the creation of the classification specification of Network Analyst.

By definition, the Network Analyst “under general supervision, is responsible for performing network infrastructure support activities to maintain integrity, operability, availability and/or security of the City’s data/telecommunications networks”. The proposed examples of work include responsibility for monitoring, testing, and evaluating the network to ensure it is functioning properly, is accessible to all clients and is secure. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that significant post-secondary coursework in computer technology, networking, electronics engineering, telecommunications or a related field and two years of experience providing basic network support be required. Possession of valid certification as a Cisco Certified Network Associate or comparable certification, or an additional year of experience, may be substituted for the education. Possession of a valid motor vehicle operator’s license is also required. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as competitive and it was recommended that this classification be assigned a probationary period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Technician, designate the examination type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The local and wide area networks (LANs and WANs) connecting City resources and the Internet are maintained and serviced by information technology personnel with specific skills and knowledge. Up to this time, there have not been classifications specific to this type of work. The Commission staff therefore requested approval for the creation of the classification specification of Systems Administrator.

By definition, the Network Technician, under general supervision is “responsible for performing basic network support activities including installation, testing, repair, and maintenance of local and/or wide area networks.” The examples of work were designed to reflect that this classification is intended to be the entry-level class in the network class series. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that one year of experience providing network focuses support or 16 semester or 24 quarter hours in computer technology may be substituted for the experience. Possession of a valid motor vehicle license is also required. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as competitive and that the probationary period is designated 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Senior Systems Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The operating systems used to run the applications necessary for maintaining the multitude of citywide and/or department specific functions. Up to this time, there have not been classifications specific to this type of work. The

Commission staff therefore requested approval for the creation of the classification specification of Senior Systems Administrator.

By definition, the Senior Systems Administrator is responsible for performing a full range of systems administrations activities for large and/or complex operating systems that include planning, system and hardware design, configuration, implementation and management of enterprise server systems. The examples of work were designed to accurately reflect the specific duties performed by incumbents in this classification. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that the statement, "individual positions in this classification may require knowledge of and experience in specific operating systems such as Unix, as noted on the vacancy notification" be included in the minimum qualifications. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as noncompetitive and, in order to be consistent with Civil Service Commission policies for noncompetitive classifications, that this classification be assigned a probationary period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Systems Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of the consolidation of citywide technology functions within the Department of Technology. The operating systems used to run the applications necessary for maintaining the multitude of citywide and/or department specific functions. Up to this time, there have not been classifications specific to this type of work. The Commission staff therefore requested approval for the creation of the classification specification of Systems Administrator.

By definition, the Senior Systems Administrator, under direction, is responsible for performing a range of systems administrations activities that include troubleshooting, installing upgrading and configuring assigned operations systems(s), and providing reliable daily systems maintenance, evaluation and support". The examples of work were designed to accurately reflect the specific duties performed by incumbents in this classification. The minimum qualifications for this classification take into consideration that the knowledge required to perform the required tasks may be acquired in a variety of combinations that may include education, experience and technical certification. It was recommended that the statement, "individual positions in this classification may require knowledge of and experience in specific operating systems such as Unix, as noted on the vacancy notification" be included in the minimum qualifications. The knowledge, skills and abilities were written to include those required to perform the tasks required of an incumbent in this position. It was recommended that the examination type be designated as noncompetitive and, in order to be consistent with Civil Service Commission policies for noncompetitive classifications, that this classification be assigned a probationary period of 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Officer (Class Code 3064).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Police Officer as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in 1998.

It was recommended that the definition be revised to read, "Under general supervision, is responsible for performing general duty police work to protect life and property through crime prevention and law enforcement; performs related duties as required". It was recommended that the examples of work be revised to include additional duties not previously addressed in the classification specification that clarify officers' responsibilities and to reflect the relative importance and frequency of the current duties as well as the added responsibilities. It was recommended that, for consistency, the minimum qualifications be revised to allow the substitution of a GED to be accepted in lieu of the education requirement. It was also recommended that the knowledge, skills and abilities are revised to reflect knowledge of personal computers and keyboarding and good oral and written communication skills. No revisions to the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Development Project Coordinator (Urban Renewal), extend the probationary period from 270 to 365 days, retitle it to read Real Estate Asset Manager and amend Rule XI accordingly (Class Code 2027).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Development Project Coordinator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in March of 1998. There are currently two positions assigned to the Department of Development. It was also recommended that this specification be retitled to read Real Estate Asset Manager to more accurately define the function of the position.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Development Project Coordinator (Urban Renewal). The guidelines for class use section of the specification was recommended for revision to further define the responsibilities of the incumbents. Revisions to the minimum qualifications were recommended to ensure that applicants possess a level of experience necessary for accomplishment of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. It was recommended that the probationary period be extended from 270 to 365 days in keeping with Civil Service Commission guidelines that all noncompetitive classifications incur a 365-day probationary period. No revision to the noncompetitive examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Manager, retitle it to read Cable Television Manager and amend Rule XI accordingly (Class Code 0269).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Cable Broadcast Manager as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in January of 1998. There is currently one incumbent assigned to the Department of Technology,

Telecommunications Division. It was also recommended that this specification be retitled to read Cable Television Manager to more accurately define the function of the position.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Cable Broadcast Manager. It was recommended that a bachelor's degree in digital communication or media studies be allowed to further define the education requirements. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Assistant (Class Code 3126).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Cable Broadcast Assistant as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in January of 1998. There is currently one incumbent assigned to the Department of Technology, Telecommunications Division.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Cable Broadcast Assistant. It was recommended that a guidelines for class use be added to indicate that this classification is restricted for use by the Department of Technology. It was recommended that two years experience assisting in the operation of technical video broadcast equipment, writing or production of video/media programs be required instead of one year. A substitution of two years of college with a major field of study in journalism, photography and cinema, communications, digital communications, broadcasting, media studies or a closely related field may be substituted for the required experience on a year for year basis. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Broadcast Production Technician (Class Code 3127).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Cable Broadcast Production Technician as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in January of 1998. There is currently one incumbent assigned to the Department of Technology, Telecommunications Division.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Cable Broadcast Production Technician. It was recommended that a guidelines for class use be added to indicate this classification is restricted to be used by the Department of Technology. It was recommended that a bachelor's degree in digital communications be allowed to further define the education requirements. It was also recommended that four years of experience in professional video, film or other media production that included technical/engineering duties might be

substituted for the required education on a year-for-year basis. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Cable Broadcast Writer/Producer with no revisions (Class Code 3128).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the Commission's request to review the specification for the classification Cable Broadcast Writer/Producer with no revisions as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in January of 1998.

This item was originally submitted as a request to revise the specification, however, some issues arose prior to the meeting, and the agenda was amended to request the specification review with no revisions. The issues will be addressed and revisions to the specification will be considered by the Commission on a future date.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Chief Building Official (Class Code 0177).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Chief Building Official at the request of the Department of Development to update the minimum qualifications for this position. There is currently one incumbent in this position assigned to the Division of Building Services.

Revisions to the definition were requested to more accurately define the level of supervision necessary for performance of the job tasks and to better clarify the responsibilities of the incumbent. The examples of work were recommended for revision to more accurately reflect the specific duties of the Chief Building Official. In order to bring the language under minimum qualifications in accordance with language used by the Ohio Board of Building Standards it was recommended that possession of a valid State of Ohio Certification as a Building Official or a valid interim certification with full and final certification granted within eighteen months of issuance is required. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Assistant Chief Building Official (Class Code 0176).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Assistant Chief Building Official at the request of the Department of Development to update the minimum qualifications for this position. There are currently no incumbents in this position.

Revisions to the definition were requested to better clarify the responsibilities of incumbents in this classification. The examples of work were recommended for revision to more accurately reflect the specific duties of the Assistant Chief Building Official. Revisions to the minimum qualifications were recommended to bring the language in accordance with the language used by the Ohio Board of Building Standards and to eliminate redundancy in requirements. The only revision to the knowledge, skills and abilities was to correct a typographical error. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Telecommunications Specialist I, assign the probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of a request from the Department of Technology to review certain positions in the Division of Telecommunications for which there were currently no classifications that adequately described the duties being performed to coordinate telecommunication functions. It was recommended that a new classification was needed to appropriately and sufficiently cover the duties required of these positions. It was further recommended that the classification be titled Telecommunications Specialist I, that it be designated as competitive and assigned a probationary period of 365 days.

It was recommended that the definition read: Under general supervision, is responsible for coordinating telecommunications requests for the City of Columbus; performs related duties as required. The examples of work section of the specification were written to indicate responsibility for duties such as responding to requests for telephone services for all City departments. The minimum qualifications for Telecommunications Specialist I require two years experience providing customer service or telecommunications support or in servicing telecommunications equipment. The knowledge, skills and abilities included the abilities to perform the various tasks required of this position.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Telecommunications Specialist II, assign the probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented this request as a result of a request from the Department of Technology to review certain positions in the Division of Telecommunications for which there were currently no classifications that adequately described the duties being performed to coordinate telecommunication functions. It was recommended that a new classification was needed to perform the function of leading and participating in coordinating telecommunications requests for the City of Columbus. It was further recommended that the classification be titled Telecommunications Specialist II, that it be designated as competitive and assigned a probationary period of 365 days.

It was recommended that the definition read: Under direction, is responsible for leading and participating in coordinating telecommunications requests for the City of Columbus; performs related duties as required. The examples of work section of the specification were written to indicate responsibility for duties such as coordinating with vendors for telephone services for all City departments. The minimum qualifications for Telecommunications Specialist II require three years experience providing customer service or telecommunications support or in servicing telecommunications equipment. The knowledge, skills and abilities included the abilities to perform the various tasks required of this position.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Records Technician (Class Code 0445).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Police Records Technician as part of the Civil Service Commission's review and consolidation of the classifications within the Office and Administrative Support Job Family. Police Records Technician was created in May of 1971 and was last reviewed in June of 2001. There are currently thirty-one incumbents assigned to the Department of Public Safety, Division of Police.

The only revision recommended for the definition was to change "immediate" supervision to "general" supervision. No revisions to the examples of work section of the specification were recommended. It was recommended that the minimum qualifications be revised to ensure that applicants possess a level of experience necessary for accomplishment of the tasks and to keep with the Civil Service Commission's effort to maintain consistency of verbiage throughout all classifications in the Office and Administrative support Job Family. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 270 day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cashier I (Class Code 1295).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Cashier I as part of the Civil Service Commission's review and consolidation of the classifications within the Office and Administrative Support Job Family. Cashier I was created in October of 1967 and was last reviewed in November of 2002. There are nineteen positions allocated to various City departments.

No revisions to the definition or the examples of work sections of the specification. It was recommended that the minimum qualifications be revised to ensure that applicants possess a level of experience necessary for accomplishment of the tasks and to keep with the Civil Service Commission's effort to maintain consistency of verbiage throughout all classifications in the Office and Administrative support Job Family. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 270-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Mail Handler II, retitle it to read Mail Specialist and amend Rule XI accordingly (Class Code 0937).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented the Commission's request to revise and retitle the specification for the classification Mail Handler II as part of the Civil Service Commission's review and consolidation of the classifications within the Office and Administrative Support Job Family.

Mail Handler II was created in March of 1965 and was last reviewed in September of 1999. There is one position allocated to the Department of Technology, Telecommunications Division and one position allocated to the City Auditor's Department, Division of Income Tax. It was recommended that Mail Handler II be retitled to read Mail Specialist to more accurately define the functions of the position.

Revisions to the definition were recommended to better clarify the responsibilities of incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of a Mail Handler II. The minimum requirement of one year experience was increased to three years to keep in line with other classifications of the same grade in the same bargaining unit that require similar knowledge, skills and abilities. The revisions also assist in maintaining the Civil Service Commission's effort to remove all references to other classification titles from classification specifications and maintains consistency of verbiage throughout all classifications in the Office and Administrative Support Job Family. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. It was recommended that the probationary period be increased to 365 days to provide opportunity for management to assess an incumbent's skill and ability to perform the range of management responsibilities, much of which may occur only once a year. It was recommended that the examination type remain designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Office Support Clerk, assign a probationary period of 180 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Office Support Clerk be created in this structure to perform the functions of routine clerical tasks, that it be designated as competitive with a probationary period of 180 days. The definition reads, "Under immediate supervision, is responsible for performing routine clerical tasks; performs related duties as required." The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED may be substituted. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Mail Clerk, assign a probationary period of 180 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission

initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Mail Clerk be created in this structure to perform the functions of routine mail delivery tasks, that it be designated as competitive with a probationary period of 180 days. The definition reads, "Under immediate supervision, is responsible for processing, receiving, and delivering mail, packages, and other materials; performs related duties as required." The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED may be substituted. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Office Assistant I, assign a probationary period of 270 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Office Assistant I be created in this structure to perform general and varied clerical tasks, that it be designated as competitive with a probationary period of 270 days. The definition reads, "Under general supervision, is responsible for performing general and varied clerical tasks; performs related duties as required." The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED and one year of general office experience. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Office Assistant II, assign a probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission

initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Office Assistant II be created as a new classification in this structure to perform complex or specialized clerical tasks, that it be designated as competitive with a probationary period of 365 days. The definition reads, "Under direction, is responsible for performing complex or specialized clerical functions; performs related duties as required." The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED and three years of general office experience; college training may be substituted for up to two years of the required experience on a year-for-year basis. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Office Assistant III, assign a probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Office Assistant III be created as a new classification in this structure to perform advanced administrative functions, that it be designated as competitive with a probationary period of 365 days. The definition reads, "Under general direction, is responsible for performing advanced level office and administrative support functions; performs related duties as required." The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED and four years of general office experience; college training may be substituted for up to two years of the required experience on a year-for-year basis. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Payroll/Account Clerk, assign a probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson, Personnel Analyst II, presented this request. In 2002, in an effort to better clarify classification definitions and eliminate redundancies between classifications, the Commission initiated a review of twenty-one classifications (encompassing approximately 480 employees) within the Office and Administrative Support Job Family. The Civil Service Commission staff developed questionnaires as part of this study and seventy-five percent of the incumbents completed them. After analyzing the responses it became evident that we needed to reduce the overall number of administrative support classifications and to create classification specifications that are broader in nature and that more accurately reflect the work that is actually being performed. It was also determined that the needs of the City and the needs of incumbent personnel would best be served by the creation of a new clerical structure

It was therefore recommended that the specification for Payroll/Account Clerk be created as a new classification in this structure to perform functions dealing with accounts receivable/payable and payroll, that it be designated as competitive with a probationary period of 365 days. The definition reads, “Under direction is responsible for performing accounts receivables, accounts payable, or payroll functions; performs related duties as required.” The examples of work section of the specification include tasks routinely performed by an individual in this classification. The minimum qualifications require completion of the twelfth school grade or a GED and three years of general office experience; college training may be substituted for up to two years of the required experience on a year-for-year basis. The knowledge, skills and abilities section of the specification include those required for completion of the functions of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Corretta L. Whyte regarding her discharge from the position of Intervention Aide with the Columbus Public Schools – Appeal No. 03-BA-0025.

The Commissioners reviewed the appeal Ms. Whyte filed on November 7, 2003, regarding her discharge from the position of Intervention Aide with the Columbus Public Schools. Records submitted from Columbus Public Schools indicate Ms. Whyte was a substitute employee. Section 7.3 of the agreement between Columbus School Employee’s Association and the Columbus Board of Education states that substitute employees “are not considered as either full-time or regular part-time employees subject to the terms of this agreement.” The Commission determined that substitute employees are not considered regular classified employees and therefore may be terminated without the right to appeal. Additionally, Ms. Whyte’s discharge was effective June 27, 2002 and her appeal was not filed until November 7, 2003; the appeal was not filed within the ten (10) day deadline required by Ohio Revised Code Section 124.34. Based upon the foregoing, the Commission determined it lacks jurisdiction over Ms. Whyte’s appeal and dismissed it without a hearing.

Background Administrative Reviews
Conducted by Brenda S. Sobieck

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>BAR #</u>
Jonathan Davis	Police Officer	03-BR-057

Robert E. Campbell	Police Officer	03-BR-058
Matthew Lerch	Police Officer	03-BR-059
Jason Shaw	Police Officer	03-BR-060
Todd M. Brinkley	Police Officer	03-BR-061
Tammy L. Negele	Police Officer	03-BR-062

After reviewing the files of Jonathan Davis and Tammy L. Negele, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Robert E. Campbell, Matthew Lerch, Jason Shaw and Todd Brinkley, the Commissioners decided their names would be reinstated to the police officer eligible list.

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The meeting was adjourned at 1:20 p.m.

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Priscilla R. Tyson, Commission President	January 26, 2004 Date